



*"People
helping people
help
themselves"*

Mitchell E. Daniels, Jr., Governor
State of Indiana

Division of Disability and Rehabilitative Services
402 W. WASHINGTON STREET, P.O. BOX 7083
INDIANAPOLIS, IN 46207-7083
1-800-545-7763

To: DDRS Stakeholders
From: DDRS Central Office
Re: Waiver Wait List Letter FAQ
Date: March 19, 2012

The Division of Disability and Rehabilitative Services (DDRS) has been working to make some positive changes in its service delivery to consumers. In preparation for these changes, we are making an effort to ensure that our Waiver Wait List is as updated as possible.

Last week, consumers whose names are currently listed on the DDRS Medicaid Waiver Wait List received a letter and a Waiver Wait List Status Form from DDRS asking them to:

1. Review and update their contact information (if necessary) on the Waiver Wait List Status Form
2. Indicate their desire to remain on the Waiver Wait List on the Waiver Wait List Status Form
3. Contact their local BDDS office if interested in placement into group homes.

A copy of this letter and the Waiver Wait List Status Form has been uploaded to the Division of Disability and Rehabilitative Services website for reference.

<http://www.in.gov/fssa/ddrs/3349.htm>

It is our understanding that there are questions and confusion among some families regarding this letter, its purpose, and how it affects their current or future Wavier service delivery. The Division has compiled a list of questions it and its District Offices have received in recent days.

Q: Why did I receive this letter?

The Division of Disability and Rehabilitative Services (DDRS) has been working to make some positive changes in its service delivery to consumers. In preparation for these changes, we are making an effort to ensure that our Waiver Wait List is as updated as possible.

Consumers whose names are currently listed on the DDRS Medicaid Waiver Wait List received a letter and a Waiver Wait List Status Form from DDRS asking them to review and update their





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contact information, indicate their desire to remain on the Waiver Wait List, and contact their local BDDS office if they are interested in learning more about placement into group homes.

At the time of their initial Waiver application, some consumers may have applied for more than one of the Division's three Waivers: Autism, Developmental Disabilities, or Support Services. Although a consumer may currently be receiving services through one of these waivers, he/she may still be on the Waiver Wait List for one of the other waivers.

Q: What should I do once I've received a letter?

1. Review your contact information. If it needs to be updated, please provide your new contact information on the Waiver Wait List Status Form.
2. Indicate your desire to remain on the Waiver Wait List on the Waiver Wait List Status Form.
3. If you are interested in group home placement, please contact your local Bureau of Developmental Disability Services (BDDS) Office to determine if there is a placement available to suit your needs.

Q: I've been on the Waiver Wait list for many years. What happens if I do not return the letter by April 10, 2012? Will my name be removed from the Waiver Wait list?

It is the responsibility of individuals and/or their legal guardians to let DDHS know of any changes in their contact information or status related to Medicaid Waiver application.

If your contact information has changed and you do not inform DDHS of this change, there is no guarantee that we will be able to contact you appropriately once you are targeted for the Waiver. If you do not return the form, your name **will be** taken off the Waiver Wait list.

If DDHS receives letters back as "return to sender", the Division will look for an alternative address, either as a guardian's address or in the Medicaid system. If another address exists, the Division will resend the letter and Waiver Wait List Status Form. Please review, complete, and sign the form, and send it back to the address listed below:





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Division of Disability and Rehabilitative Services (DDRS)
ATTN: Waiting List
P.O. Box 7083 MS26
Indianapolis, IN 46207-7083

If DDRS receives letters back as "return to sender" and there is no alternative address located, an individual's name will be taken off the Waiver Wait list.

Q: I'm already receiving waiver services. Why did I receive the letter?

At the time of their initial Waiver application, some consumers may have applied for more than one of the Division's three Waivers: Autism, Developmental Disabilities, or Support Services. Although a consumer may currently be receiving services through one of these waivers, he/she may still be on the Waiver Wait List for one of the other waivers.

If you are currently receiving Waiver services through one of these Waivers and would like to remain on the Waiver Wait List for another Waiver, please complete the form with your contact information and mark "I wish to remain on the waiting list(s)". If you do NOT wish to remain on the Waiver Wait List, complete the form with your contact information and mark "I DO NOT wish to remain on the waiting list(s)".

Your current Waiver services will **not** be affected by your decision, either way.

Q: I am the legal guardian for my child, and I want him/her to remain on the waiting list, but the form was addressed to him/her. Does he/she sign the form, or do I?

Though a letter may have been addressed to your child (he/she is the individual for whom an application was made), you can update any changes in contact information, if they exist, and sign the form as legal guardian.





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Q: The individual to whom the letter was addressed is deceased. Why did he/she receive the letter?

Unless the Division is contacted by family members or guardians about the passing of an individual on the Waiver Wait list, it does not have updated information. Therefore, if an individual has passed away and the Division was not notified, a letter was sent.

Please, return Waiver Wait List Form by marking "'I DO NOT wish to remain on the waiting list(s).'" and the individual will be removed from the Waiver Wait list.

Q: I'm concerned about the paragraph related to group homes. I do not want to be placed in a group home! Does this letter mean that I will be?

No one will be placed into a group home without his/her consent. The information about group homes is simply to indicate that there are vacancies around the state. If individuals who are currently on the waiting list are interested, they can contact their local BDDS office to determine if there is a placement available to suit their needs.

Q: The letter does not specify if group home vacancies are for children or adults, what is available?

DDRS currently has vacancies in adult supervised group living homes (group homes). If individuals are interested, they should contact their local Bureau of Developmental Disability Services (BDDS) Office to begin the referral and placement process to determine if there is a supervised group living home available to suit individuals' needs.

Q: I want to mail back the signed form but there was no self-addressed stamped envelope. Where do I send the letter?

Please send the letter to the following address:

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ATTN: Waiting List
P.O. Box 7083 MS26
Indianapolis, IN 46207-7083

